

ADMINISTRATION BUILDING EVACUATION PLAN

1. The following plan for the evacuation of the Administration Building is published for information and guidance of those concerned.

2. Employees

- A. Upon sounding of alarm, immediately secure all classified material in safes and vaults. Lock safes and vaults properly.
- B. Proceed from building through the main entrance to the grass area in front of the building. In the event the main entrance is blocked, use rear entrance.

3. Evacuation Officers

- A. Secure your classified material.
- B. Take up your pre-determined station, and direct the flow of traffic from your floor, in order to preserve order and avoid congestion.
- C. When the floor for which you are responsible has been evacuated, proceed from the building.

4. Assignment of Evacuation Officers

A. Basement

25X1A      Principal - [REDACTED]  
            Assistant - [REDACTED]

B. First Floor

25X1A      Principal - [REDACTED]  
            Assistant - [REDACTED]

- 2 -

C. Second Floor

25X1A

Principal -

Assistant -

25X1A

Building Emergency Officer